

DIRECTOR OF ECONOMIC DEVELOPMENT, PLANNING, AND TOURISM

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing coordinated economic development, community planning, and tourism programs. Duties are performed under the general direction of the County Legislature. General supervision is exercised over the subordinate professional and clerical staff. The Director of Economic Development, Planning, and Tourism does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees staff preparation of projects concerned with economic, community development, and tourism;
- Balances interests of private developers with those of the public to encourage orderly development;
- Advises and assists business and communities with economic development, planning, and tourism issues;
- Makes periodic reports of department activities to legislature, and various Boards;
- Oversees and participates in the development of local tourism enhancement programs;
- Communicates with other agencies regarding the passage of tourism promotion legislation;
- Trains subordinates and evaluates their performance;
- Speaks before community groups and other gatherings to further understanding of the Department's activities and objectives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology, and techniques employed in economic development; thorough knowledge of the physical, economic, and social problems currently of issue in county government; thorough knowledge of current legislation and literature in the field and economic development including tourism development; skill in the preparation of oral and written reports; ability to express ideas and concept clearly and concisely; ability to lay out and supervise the work of others; ability to maintain effective working relationships with government officials and the business community; public speaking aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, environmental design, civil engineering, geography, business or public administration, and two years of experience in economic or community development, planning, marketing, advertising, business or public administration, accounting, or finance;

OR

- B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, environmental design, civil engineering, geography, business or public administration, organizational behavior, advertising, marketing, or closely related field and three years of experience as described in (A);

OR

- C.) Seven years of experience as described in (A);

OR

- D.) An equivalent combination of training and experience as defined by the limits of A, B, and C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/4/93